

County of Moore
Fire Marshal's Office
Post Office Box 905
Carthage, North Carolina 28327



(910) 947-6317
(910) 947-6378 Fax

Carlton Cole
Fire Marshal

June 9, 2006

Ladies and Gentlemen:

The Moore County Fire Marshal's Office will be visiting your business to perform a routine fire safety inspection in accordance with state law. The purpose of this visit is to verify that the use and maintenance of your building complies with the North Carolina Fire Prevention Code (Fire Code) to ensure the safety of your employees, patrons, visitors, and the public in general.

In the past, businesses have been charged an inspection fee based on square footage. The Moore County Board of Commissioners has approved a new fee schedule in which re-inspection fees will be assessed effective July 1, 2006. What this means for you - if you have no fire code violations on the first inspection visit, there is no charge for the inspection. However, each time an inspector returns to your business because violations are present, a fee will be charged based on the square footage.

To help you prepare for the inspection visit, included on the back of this letter is a brief list of the most common violations that are found. Please take a few moments to make sure these items have been addressed.

Remember, compliance with the fire code is mandatory and contributes towards the goal of making the County of Moore a safer place to live, work, and visit by reducing the potential loss of life and property from fire. The inspector that visits your establishment will make every effort to assist you in becoming code compliant, however, violations of the fire code are contrary to law and must be corrected in a timely manner.

Thank you for your time and assistance. If you have questions, please contact the Moore County Fire Marshal's Office (910) 947-6317.

Sincerely,

Carlton Cole
Fire Marshal



County of Moore Department of Public Safety Fire Marshal's Office

103 Saunders St • PO Box 905 • Carthage, NC 28327 • Phone (910) 947-6317 • FAX (910) 947-6378

Pre-Inspection Checklist

Please inspect your premises for the items listed below. If items are not in compliance, please correct the item(s) as soon as possible. Our goal, as well as yours, is to maintain a safe environment for you and your patrons. Thank you for your prompt attention to these matters. Correction of these items prior to your Fire Inspection will ensure an expedient, smooth inspection.

This list is a general list of common violations. Other violations may exist. Please contact the Fire Marshal's Office with questions.

EXITS

- ☐ Exit doors and access aisles are not obstructed.
- ☐ Proper lock/hardware on exit door (no flush bolts, barrel bolts, hasps, etc.)
- ☐ Exit door opens easily
- ☐ Illuminated exit signs maintained in working order.
- ☐ Clear access around the building maintained.
- ☐ Evacuation plans known by all employees.
- ☐ Doors with panic hardware are in proper working order.
- ☐ Emergency lighting fixtures tested and working.

EXTINGUISHERS/FIRE PROTECTION EQUIPMENT

- ☐ Extinguisher(s) installed as required.
- ☐ Extinguishers have been serviced within the past year and new service tag has been attached.
- ☐ Fire Sprinkler System tested by a licensed sprinkler contractor within the last year (records produced at time of inspection).
- ☐ Hood extinguishing system serviced every 6 months.
- ☐ Records of hood system cleaning
- ☐ Class K extinguisher installed for cooking operations with an exhaust hood suppression system installed.
- ☐ Fire alarm system tested by a licensed fire alarm contractor within the last year (records produced at time of inspection)

ELECTRICAL

- ☐ No extension cords in use in place of permanent wiring.
- ☐ There are no spliced or frayed cords/wires.
- ☐ Blank cover(s) in electrical panel gap(s) installed
- ☐ No broken or faulty switches outlets.
- ☐ No exposed wire not in conduit
- ☐ No missing/broken electrical cover plates.
- ☐ Electrical panel not overloaded/obstructed
- ☐ No multi-plug adapters in use, other than approved UL listed fused surge protectors.
- ☐ Circuit breakers labeled.
- ☐ Electrical cords do not extend through walls, ceilings, floors, under doors, or floor coverings

APPLIANCES/MECHANICAL DEVICES

- ☐ No unapproved heating devices being used in building.
- ☐ All appliances are properly vented and in working order.

STORAGE/COMBUSTIBLE MATERIAL/HOUSEKEEPING

- ☐ No combustible material stored near ignition source.
- ☐ "No Smoking" signs installed as required.
- ☐ Material Safety Data Sheets (MSDS) obtained for all chemicals stored.
- ☐ Adequate clearances maintained around heating appliances
- ☐ Fire doors in proper position (not propped open)
- ☐ All ceiling tile installed and in proper position
- ☐ No accumulation of combustible material.
- ☐ Compressed gas cylinders secured.
- ☐ Area around building free from combustible material (weeds, boxes, trash, etc)
- ☐ Storage of material is 2 feet below ceiling in all areas of the building
- ☐ 18" clearance between storage and sprinkler heads in occupancies with a sprinkler system installed.
- ☐ Storage at least 30" away from electrical panels in all directions.
- ☐ All storage in neat, orderly manner with adequate access aisles maintained.

MISCELLANEOUS

- ☐ Street address posted with minimum 4" numbers with contrasting background, visible from street
- ☐ If required, emergency evacuation plans and evacuation drills conducted and properly documented
- ☐ If required, staff members properly instructed in fire extinguisher use with documentation